



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

VACANCY ANNOUNCEMENT

No. 2013-011	Date: July 25, 2013	Ref:
Subject:	SENIOR INTEGRATED HEALTH PROGRAM MANAGER – SUPERVISORY	
Location:	ABUJA – HEALTH, POPULATION AND NUTRITION OFFICE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Senior Integrated Health Program Manager – Supervisory, FSN 12

OPENING DATE: July 25, 2013

CLOSING DATE: August 08, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN: N6,608,675.00 p.a (Starting basic salary on FSN-12 Position Grade)
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

USAID/Nigeria in Abuja is seeking to employ a suitable and qualified candidate for the position of Senior Integrated Health Program Manager – Supervisory.

BASIC DUTIES OF THE POSITION:

The Senior Integrated Health Program Manager – Supervisory is responsible for the overall management of the technical and administrative aspects of all USAID/Nigeria's activities in FP/RH and MCH. The incumbent will supervise a team of two professional MCH Program Managers, two professional FP/RH Program Managers, and a Nutrition Program Manager. The incumbent provides guidance on new program initiatives, drafts program documents to secure funding and implement activities, and manages the relationships between USAID and implementing partners that implement FP/RH and MCH activities. The incumbent applies clinical knowledge to improving the effectiveness of USAID health activities, with particular sensitivity to the Nigerian context in which health and medical services are being provided.

The incumbent represents USAID regarding FP/RH and MCH policies, strategies and activities with outside organizations, such as the Federal Ministry of Health, the National Population Commission, the National Primary Health Care Development Agency, the State Ministries of Health, United

Nations organizations, British Department for International Development, UNICEF, the World Bank, United Nations Population Fund, foundations and other development partners.

MAJOR DUTIES OF THE POSITION:

The Senior Integrated Program Manager – Supervisory (Reproductive Health/ Family Planning and Maternal and Child Health (RH/FP and MCH) is the senior Foreign Service National in the HPN Office, reporting directly to the Office Director (or his/her Deputy), with responsibility for providing technical leadership to the entire USAID/Nigeria Mission, and to the United States Government (USG) Mission in Nigeria as a whole, in the areas of RH/FP and MCH. The incumbent serves as a widely recognized expert in health programs and as a key advisor to mission management, the USG Mission in Nigeria, and to the Government of Nigeria (GoN), as well. The incumbent is recognized by the USG and the GoN as an expert on primary health care. The incumbent is responsible, through supervision and management oversight, for the planning, design, implementation and evaluation of FP/RH and MCH portfolio, which is expected to be \$74 million annually.

The incumbent facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Federal Ministry of Health, State Ministries of Health, other government entities, other donors, and non-governmental organizations working in the areas of health. The incumbent represents USAID and the USG on various high-level governing bodies key to health services; serves on GoN technical working groups and donor working groups to advance the policy objectives of the USG and to support coordination and harmonization of health activities in Nigeria; and, provides essential communication and liaison within USAID offices and with other USG agencies. The work includes supervision of up to five professional members of the Health, Population and Nutrition (HPN) Office.

In managing the integrated FP/RH and MCH programs of the HPN Office, the Senior Integrated Program Manager – Supervisory will:

- A. Manage the FP/RH activities of the HPN Office: **75%**
 - Serve as primary advisor and primary technical resource and focal person for FP/RH and MCH for USAID/Nigeria;
 - Supervise a sub-team of professional RH/FP and MCH Program Managers;
 - Provide leadership and represent USAID to the Government of Nigeria, the donor community and non-governmental organizations to coordinate and promote efforts to develop and implement strategies to improve health policies and service delivery;
 - Serve as point person for USAID's special efforts to improve health in Northern Nigeria;
 - Identify synergies between FP/RH, MCH and other USAID/Nigeria activities, in particular malaria and HIV/AIDS;
 - Coordinate closely with USAID/Washington Global Health and Africa Bureaus to ensure that USAID/Nigeria's FP/RH and MCH programs are aligned with all pertinent policies, guidance and initiatives; and
 - Develop new program initiatives.
- B. Other: **25%**
 - Serve as Agreement Officer's Representative/Contract Officer's Representative (AOR/COR, when trained and certified to do so) or Activity Manager for several agreements that implement culturally- appropriate and complex programs in Nigeria;

- Participate in proposal reviews, interview committees, annual report preparation and other Mission-wide activities; facilities development of implementing partner work-plans, Performance Management Plans and coordinate preparation for implementing partner portfolio reviews;
- Ensure that project annual work-plans are completed on time and implemented in a timely fashion, including management reviews, project progress reports and financial expenditures;
- Participate in the reviews of implementing partner annual, semiannual and quarterly reports, and other reports as needed;
- Supervise and mentor other HPN Office staff;
- Conduct site visits to keep abreast of health activities; and coordinate consultants related to FP/RH and MCH activities; and
- Develop and deliver presentations, reference materials and speeches as necessary on the overall health program and related subjects for informational, advocacy and coordination purposes.

MINIMUM REQUIREMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

a. **Education:**

An MD or MPH in Public Health or a closely related field is required. In addition, a PhD in one of these areas or a related field is desired.

b. **Prior Work Experience:**

A minimum of 7 years progressively responsible, professional-level experience managing public health and health delivery with emphasis on RH/FP/MCH; clinical skills and experience is required. Experience working in Nigeria's northern states on health-related activities strongly desired.

c. **Post Entry Training:**

AOR Training and Programming for Foreign Assistance.

d. **Language Proficiency:** Level IV English (high proficiency in verbal and written expression) is required; knowledge of Hausa desirable.

e. **Job Knowledge:**

- 1) Familiarity with the broad range of FP/RH/MCH issues that affect Nigeria and/or developing countries in general.
- 2) Understanding of, and sensitivity to, the major issues affecting FP/RH/MCH in all geographical regions of Nigeria, with in-depth knowledge of the implementation of FP/RH/MCH programs in Nigeria's northern states.
- 3) Demonstrated understanding of programs and organizational aspects of major international donors, organizations, foundations and private sector organizations that support Maternal, Neonatal and Child Health.

f. **Skills and Abilities:**

- 1) Demonstrated skills in decision-making and overseeing the implementation of RH/FP/MCH activities in Nigeria. Excellent communication (oral and written) and facilitation skills.
- 2) Word processing skills are essential; knowledge of spreadsheet development, graphics applications and statistical analyses packages are highly recommended.
- 3) Ability to analyze information, evaluate data and prepare reports and be capable of producing high quality work, often under time pressure and in complex situations
- 4) Excellent organizational and management skills, strong analytical skills and in-depth understanding of the technical, political, economic and cultural characteristics of Nigeria as they relate to the implementation of public health programs.
- 5) Excellent interpersonal skills, good social and professional judgment, and the ability to function effectively in cross-cultural and multi-level settings. S/he must be able to interact effectively with mid- and senior-level government officials and to maintain collaborative relationships within a team structure, in addition to effectively work individually and as a team member. S/he must be able to effectively lead, facilitate and participate in discussions and meetings.

SELECTION PROCESS:

It is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

HOW TO APPLY:

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

SUBMIT APPLICATION TO:

USAID Nigeria
ATTN: Human Resource Office
c/o U.S. Embassy
1075 Diplomatic Drive
Abuja, FCT,
Nigeria

POINT OF CONTACT:

Tel: 09-461-9300 ext. 9319

CLOSING DATE FOR THIS POSITION IS: August 08, 2013

An Equal Opportunity Employer

Approved:EXO: BPalmer
Drafted:HR: JUdomi
Cleared:HPN: CCarr